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| **INSTRUCTIONAL ASSISTANT** | | | |
| **Reports to:** | Various faculty |  |  |
| **Dept:** | Various Departments | **Range:** | 16 |
| **FLSA:** | Nonexempt/Extended Day | **EEO:** | Secretarial/Clerical |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, assist in the preparation of instructional materials and demonstra­tions; operate, distribute and demonstrate the safe use of specialized and sometimes hazardous equipment, tools and supplies; tutor students and correct their work; maintain the instructional lab in a safe and orderly manner and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

An Instructional Assistant is distinguished from an Instructional Associate in that an incumbent in the latter class assumes greater responsibility for more technical aspects of a learning program, performs at a skilled level with a considerable degree of independence and operates various and complex apparatus, equipment and machines specific to a field. Associates also oversee and train other Instructional Assistants and student workers working in their labs, studios or shops.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Assist instructors in curriculum preparation and implementation including preparing media equipment, software applications and materials for classroom use; set up lab demonstrations and equipment for instructor use; maintain equipment in sound working order, issue and check in equipment, tools and materials for student use.
2. Monitor student progress and provide tutoring to students individually and in small groups; assist in explaining/demonstrating learning exercises and instructional materials; assist students in planning for and completing projects; answer student questions on class and assignment concepts, objectives, learning points and techniques; provide information on resources available to students in completing their work; help students to prepare and exhibit work; check in student work.
3. Demonstrate and describe the safe operation, use and care of equipment, instruments and supplies used in a lab, studio or shop, some of which may be potentially hazardous such as kilns, glazing tools, automotive shop equipment and sculpture and woodworking equipment; monitor student use and provide guidance to ensure sound techniques and safe operations; answer technical questions; enforce lab/studio/shop procedures and policies; maintain an inventory of materials and supplies for instructional use.
4. Assist in the preparation of equipment and supplies budgets; examine literature on new equip­ment for purchase recommendations; consult with vendors as necessary.
5. Proctor tests and assist in the grading of tests and projects from an answer key; return testing materials to a secure location; may notify students of test results.
6. Maintain and perform minor repairs and adjustments to equipment and hand and power tools; maintain equipment and work area in a safe, clean and organized condition; stock and organ­ize supplies, tools and equipment used in the classroom and lab settings.
7. Maintain lab/studio/shop records and prepare periodic reports.

### OTHER DUTIES:

1. May oversee and train student workers assigned to their lab, studio or shop.
2. Notify students of lab schedules and hours; assist students in completing applications, forms and records; enter data in systems and generate standard and ad hoc reports.
3. Maintain attendance records; correct exams and record grades.
4. Store and dispose of hazardous materials in accordance with established district policies and procedures.
5. Perform general clerical duties related to the maintenance and efficiency of the instructional program.
6. May serve as a tutor in a designated language other than English.
7. May serve as a scribe or reader for students with various disabilities and learning styles.
8. Attend departmental and college-wide meetings.
9. Attend professional growth activities to update and increase knowledge in the field.
10. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Basic college-level subject matter applicable to the assigned subject area.
2. Basic math.
3. Recordkeeping techniques and procedures.
4. Proper methods, materials, tools and equipment used in an assigned learning laboratory.
5. Operation, use and care of equipment applicable to assigned subject area including power and hand studio and shop tools that are potentially hazardous and require instruction in their safe use.
6. Modern office practices, procedures and equipment.
7. Interpersonal skills using tact, patience and courtesy.
8. Uses and functionalities of instructional technology including Blackboard and other district applications.
9. Safety policies and safe work practices applicable to the work.
10. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.

### ABILITY TO:

1. Provide instructional assistance to students in assigned subject area.
2. Properly set up, operate and demonstrate the correct and safe operation and use of tools, materials and equipment used in assigned subject area.
3. Operate and perform minor and routine repair and maintenance to equipment used in the assigned laboratory.
4. Perform basic college-level work in the assigned subject area.
5. Make arithmetic calculations quickly and accurately.
6. Prepare and maintain records and files.
7. Plan and organize work.
8. Work independently with little direction.
9. Observe legal and defensive driving practices.
10. Work cooperatively with others.
11. Lift, carry or move objects weighing up to 50 pounds or more as required by the position.
12. Meet schedules and timelines.
13. Train and provide work direction to others.
14. Complete work with many interruptions.
15. Communicate effectively, both orally and in writing.
16. Understand and follow written and oral instructions.
17. Operate a computer and standard business software.
18. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
19. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

An associate degree in the assigned subject, discipline or related field and one year of related work experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Some assignments may require a forklift operator’s license.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Student workers.

**CONTACTS:**

Faculty, students, coworkers, vendors, other departments and members of the community.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Frequent standing, walking, bending and stooping; frequent lifting and/or carrying of objects weighing 50 pounds or more; ability to operate equipment and hand and power tools applicable to assigned areas of responsibility; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily indoor office, classroom, instructional lab/studio/shop environments; may be subject to equipment and chemical hazards, fumes, loud noise, dust, extreme temperatures; subject to frequent contact and interruptions by individuals in person or by phone; intermittent exposure to angry and/or verbally aggressive individuals; may be required to work during day and/or evening hours on an as-needed basis; may work at any college location.